



EMD Washington Military Department Emergency Management Division



WebEOC v.6 Quick Reference

General

To access WebEOC you will need the following:

- Internet connection
- Web Browser (Specifically, Internet Explorer)
- Website URL
- Enable pop-ups for this site in browser
- WebEOC Username and Password

Login Procedure

- **Click** on WebEOC icon on the desktop; or
- Open Internet Connection (if necessary)
- Start Internet Explorer
- Obtain URL – Enter it in browser
- Select **Jurisdiction**
- Select **Username** from drop-down
- Type assigned **Password**
- Select an **Incident**
- Click **Login**; Control Panel displays

Control Panel Status Indicators



WebEOC Boards & Other Features

- Significant Events
- Missions and Tasks
- Resources
- Shelter Information
- Incident Log
- Chat
- Contacts
- Messages
- File Library
- National Weather Service (NWS) Alerts
- MAPTAC

View Board

- Locate desired board in list
- Click check box in Display column
- Message board opens in new window

Boards

Viewing Items

- Click the **Display** button on the Board next to desired item; Board appears in a separate window
- Use the scroll bar to review all the items

Add Board Item

- Click the **Input** button
- Complete the information
- Click the **Save** button

Sorting

When you view lists on the board, they are displayed in Z-A order by date/time. You can change the sort order.

- Click the **Display** button next to the board item
- Click on any **field**; the detail screen is displayed
- Click the Sort button
- Click on the **drop-down** and choose sort field
- Choose **Ascending** or **Descending**
- Click on **Apply**
- Return to the display; the items will now appear in the new order

Filtering

Board lists can be filtered to show only records that meet the selection criteria entered.

- Click the **Display** button next to the desired Board
- Click on any **field**; Log Ops screen displays
- Click the **Filter** button
- Use drop-down lists and/or check boxes to create search criteria
- Click on **Apply**
- Return to Board display

Clearing a Filter

- Click on the **Display** button next to the desired Board
- Click the **Filter** button
- Click **Clear**; click **Apply**

File Library

The File Library allows WebEOC users to upload and share documents and files with other WebEOC users. Click on **File Library** in the Control Panel to display the File List window.

Viewing a File

To view a file you must have the appropriate application available on your computer (i.e. Word must be loaded to open .doc files, etc.)

- Click **File Library** in the Control Panel
- Click the **View** (down arrow) icon next to the file you wish to view; a File view window appears displaying the file

Adding a File

- Click **File Library** in the Control Panel; the File List window displays
- Click the **Add File** button
- Click the **Browse** button; navigate to the file
- Click Open
- Click **Save** to upload the file to the WebEOC server

MapTac

MapTac can be used with any GIS mapping system that can produce a static picture (.jpg, .gif, .bmp). Yahoo Maps and other Web-based mapping resources can also be used to plot addresses; these files can then be saved to MapTac.

Selected user roles can add annotations or markers (fire trucks, road blocks, push pins, etc. in “real time” to maps while other WebEOC users are viewing the map.

Viewing Maps

- Click **MapTac** on the Control Panel
- **Select** a map from the drop-down list

Placing Markers on a Map

- From a map, click on **General** to display the General Marker Palette
- In the **Marker Palette** click on the desired marker to be placed on the map
- **Position** the cursor on the map where the marker should be placed
- **Click** one time to position the marker

Moving Markers

You can move markers by clicking and dragging to a new map location.

Deleting Markers

- **Right-click** on the marker; the delete confirmation dialog box display
- Click **OK** to delete the marker

Adding a Label

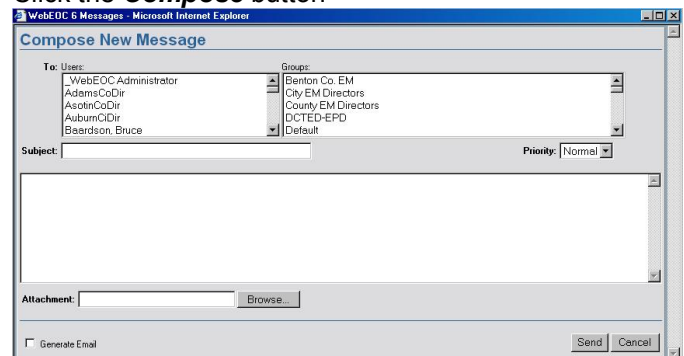
You can add labels to a marker; shapes can not be labeled.

- Click the **Labels** tab to display the Labels Palette
- Click the **Set Label** button
- **Click** on the marker to be labeled
- **Enter** the label text
- Click **OK**

Creating a Message

The Messages plug-in allows you to send messages to other WebEOC users. You can address messages to an individual, selected individuals or a group/role.

- Click **Messages** in Plug-ins area
- Click the **Compose** button



- Click on **User** or **Group**; for multiple users/groups hold the [CTRL] key and click
- Type **Subject**
- Type **Message**
- Choose **Priority**
- Click **Send**

Adding Attachments

Any file on your computer or network can be sent as an e-mail attachment. From a message:

- Click on the **Browse** button
- Click on the **Look** in drop-down list to choose the drive
- Double-click the folder to choose the directory
- Double-click the file. The file will appear in the message area
- WebEOC messages only support one file attachment. If multiple files create a .zip file and attached compressed file

Reading Messages

When you click on the Messages plug-in, you see a list of all messages that have not been deleted.

- Click **Messages** in the Plug-ins area; the Inbox list displays
- Click in any part of a message; the message appears on screen

Forwarding a Message

- Click **Messages** in the Plug-ins area
- Click in any part of the message to display the message
- Click the **Forward** button
- Choose **Recipient(s)** by username or by group; hold [CTRL] to select multiple
- Click **Send**

Replying to a Message

- Click **Messages** in the Plug-ins area
- Click in any part of the message to display the message
- Click the **Reply** button; message is addressed to Sender
- Type message response
- Click **Send**

Printing a Message

- Click **Messages** in the Plug-ins area
- Click in any part of the message to display the message
- Click the **Print** button; Windows print dialog is displayed
- Adjust settings as necessary
- Click **Print**

Deleting a Message

When you delete a message from the WebEOC Inbox, it is moved to the Deleted Messages folder.

- Click **Messages** in the Plug-ins area
- Click on the **Trashcan** icon at the right of the message; the delete confirmation screen appears
- Click **OK** to delete the message

WebEOC Chat

WebEOC Chat provides “live” communication. All users can enter a chat room; selected admin users can create a chat room.

- Click the **Chat** link on the Control Panel; the Chat Lobby will display
- Click the **Chat Room name** to enter; if the chat room requires a password, the password prompt will appear.
- If prompted, enter the Chat room password
- Click **OK**

Sending Chat Messages

When you enter the chat room, all current participants are listed under Users; the Messages Pane will be empty

- At the bottom of the Chat window in the Text Message area, type your message
- Click **Send**; the message will be visible to all current participants in the Chat room

Adding a New Chat Room

Only selected WebEOC users can add a Chat room; you will have an Add Chat Room button.

- Click the **Chat** link on the Control Panel
- Click the **Add Chat Room** button
- Enter a name for the Chat room
- Click **OK** to create the Chat room

Creating a Chat Room Password

Only the Chat Room creator can add a password.

- From the Chat list window click the **Set Password** icon
- Enter a password
- Click **OK**

Deleting a Chat Room

Only the Chat Room creator can delete a chat room

- From the Chat list window click the **Delete Chat room** icon
- Click **OK**

Contacts

The Contacts plug-in allows you to add, edit, view, sort, search and print contact information.

Sorting Contacts

Contacts are sorted by name in A-Z order. To change the sort order:

- Click **Contacts** in the Control Panel
- Click the **Column heading** for the column to be sorted

View Contact Detail

The Contacts plug-in shows a list of contacts. To view all entered information:

- Click **Contacts** in the Control Panel
- Click on the **name** of the contact to display; the Edit Contact window displays
- Click **Back** or **Cancel** to return to the Contact List

Adding a New Contact

- Click **Contacts** in the Control Panel
- Click the **Add Contact** button; the Edit Contact window displays
- Enter contact information
- Click **Save**

Editing Contact Information

You can only edit information for contacts that you have entered.

- Click **Contacts** in the Control Panel
- Click the **Contact Name** button; the Edit Contact window displays
- Update contact information
- Click **Save**

Searching Contact Information

- Click **Contacts** in the Control Panel
- Click the **Search** button; the Search Contacts window appears
- Enter search values for any combination of fields
- Click **Search**; the Contacts window shows contacts matching the criteria
- Click **Print** to print the list